

# MindTap®

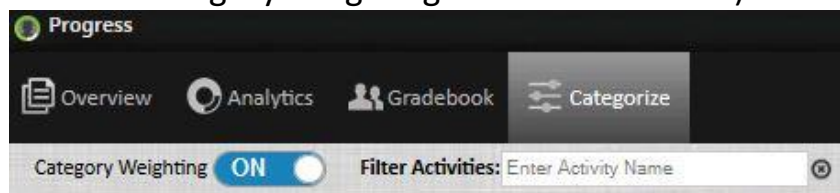
*The Hodges Harbrace Handbook, 19e*

Glenn/Gray, 2017

16-week course schedule

**Suggested Grading Distribution:** Use the Grade Categorization tool in the Progress App to drag and drop assignments into these categories and assign these overall grade percentages.

(Note: you will want to turn Category Weighting **ON** to use this tool)



<b>Getting Started and Connect Yard Activities (Class Discussion and Participation)</b>	<b>5%</b>
<b>Homework (Powered by Aplia)</b>	<b>25%</b>
<b>International News Essay – Final Draft Submitted to InSite Grade Mark</b>	<b>15%</b>
<b>Scientific History Essay – Final Draft Submitted to InSite Grade Mark</b>	<b>20%</b>
<b>Personal Political Essay – Final Draft Submitted to InSite Grade Mark</b>	<b>25%</b>
<b>Peer Reviews – Submitted through InSite Peer Mark</b>	<b>10%</b>
<b>Total</b>	<b>100%</b>

## Suggested Major Assignments

**International News Essay (weeks 1–5)** – Choose an international news item recently in the news, and write an essay detailing the history of the issue without taking a political position. Focus on the historical underpinnings of the issue, how those events led to the current state of affairs, and the current sides of the political debate surrounding the issue. Cite your sources following MLA style.

**Scientific History Essay (weeks 6–10)** – Choose a current scientific/technology issue recently in the news, and write an essay detailing the history of that issue without taking a political position. Focus on the historical underpinnings of the issue, how the science has evolved over time, and the current and potential future impact of this science/technology on everyday life. Cite your sources in official APA style.

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**Personal Political Essay (weeks 11–16)** – Choose a current political issue, either international or within the United States, and write a *persuasive* 10 page essay arguing your personal stance. Focus your research on the historical underpinnings of the issue, how the issue has evolved over time, and both sides of the current political debate. Unlike your previous papers, however, draw conclusions and make a rhetorical argument for the side of the issue you believe in, as well as predictions for how you believe the debate will play out over time. Include at least 10 cited sources in MLA style.

## Suggested Course Schedule

### International News Essay (Weeks 1-5)

Week	Activity	What it is	Why it matters
1	Syllabus Reading	This syllabus or your own uploaded to MindTap	Students read course schedule and expectations.
1	Part 1: Getting Started with Grammar	Forum activity where students examine a cover letter laden with errors.	Students consider the importance of correct grammar and spelling in professional writing.
1	MindTap Reading – Chapter 1	Read Chapter 1: Sentence Essentials	Students are introduced to the nuts-and-bolts of sentence construction as applied to the academic writing process.
1	Aplia Homework – Chapter 1	Exercises on parts of speech, subject and predicate, complements and clauses.	Students apply the lessons of Chapter 1, focusing on the functions of different sentence elements.
1	MindTap Reading – Chapter 19	Read Chapter 19: Good Usage	Students' engagement increases when they understand the benefit of clear/concise writing.
1	Aplia Homework – Chapter 19	Exercises on appropriate word choice and avoiding exclusionary language.	Students apply the lessons of Chapter 19.
2	MindTap Reading – Chapters 2–3	Read Chapter 2: Sentence Fragments Read Chapter 3: Comma Splices and Fused Sentences	Students return to focusing on grammar/syntax essentials while also analyzing broader topics of essay construction.
2	Aplia Homework- Chapters 2-3	Exercises on sentence fragments, comma splices and fused sentences.	Students apply lessons from Chapters 2–3.
2	MindTap Reading – Chapter 20	Read Chapter 20: Exactness	Students broaden focus to the more general concept of exactness in writing.
2	Aplia Homework – Chapter 20	Exercises on connotation vs. denotation, figurative language, and avoiding clichés.	Students apply lessons from Chapter 20.

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2	Part 7: Getting Started with Research and Documentation	Forum activity where students form research questions based on a space exploration photo.	Students practice writing research questions before the international news essay assignment.
2	ConnectYard – Discussion Forum	Students discuss their first major essay assignment, the <b>International News Essay</b> , and brainstorm potential topics and thesis statements.	Students generate ideas about international news issues that interest them; students begin the construction of their first major assignment.
3	MindTap Reading – Chapter 4	Read Chapter 4: Adjectives and Adverbs	Students analyze the difference between adverbs and adjectives, and how they are best applied in academic writing (and when to be avoided).
3	Aplia Homework – Chapter 4	Exercises on adjectives, adverbs, superlatives and comparatives.	Students apply lessons from Chapter 4 and solidify understanding of the proper usage of adjectives and adverbs in academic writing.
3	MindTap Reading – Chapter 21	Read Chapter 21: Conciseness	Students once again broaden focus to the concept of conciseness in academic writing (and how that compares/relates to exactness).
3	Aplia Homework – Chapter 21	Exercises on cutting repetition and wordiness and scrutinizing sentences that begin with “There” or “It.”	Students work together on Exercise 1, revising a paragraph together to maximize its conciseness.
3	InSite Paper Assignment – Thesis Submission (International News Essay)	Add an InSite activity via the plus sign in MindTap. Students submit thesis statement for <b>International News Essay</b> .	Students get feedback on their thesis before advancing in the writing process.
4	MindTap Reading – Chapters 5–6	Read Chapter 5: Pronouns and Case Read Chapter 6: Agreement	Students read with a focus on proper pronoun and case usage, and on subject-verb agreement.
4	Aplia Homework – Chapters 5–6	Exercises on pronouns and subject-verb agreement.	Students apply lessons from Chapters 5–6 in these exercises that test their understanding of pronouns, case, and subject-verb agreement.
4	MindTap Reading – Chapter 22	Read Chapter 22: Clarity and Completeness	Students analyze the concepts of including necessary words in formal academic writing (versus spoken English) and completing comparisons.
4	Aplia Homework – Chapter 22	Exercises on mixed constructions, confusing comparisons and convoluted syntax.	Students apply lessons from Chapter 22.

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4	InSite PeerMark Assignment – Draft of <b>International News Essay</b>	Add an Insite PeerMark paper and PeerMark assignment to learning path via the plus sign in MindTap. Create peer response questions so students can effectively analyze each other's drafts and research process.	Students step back and analyze their descriptive and analytical choices; students engage in the revision process as writers and thinkers; students engage with writing as a social activity.
5	MindTap Reading – Chapter 7	Read Chapter 7: Verbs	Students examine the crucial role of verb choice in academic writing, with particular focus on active/passive voice and how those are appropriately applied.
5	Aplia Homework – Chapter 7	Exercises on phrasal verbs, modal auxiliaries, present participles and subject-verb agreement.	Students apply lessons from Chapter 7 in these quick exercises.
5	Part 1: Reflecting on Grammar	Students explain how grammar can help them in college.	Students consider the long-term benefits of learning good grammar.
5	MindTap Reading – Chapter 23	Read Chapter 23: Sentence Unity	Students broaden focus to how details are arranged within a sentence, and how to revise mixed metaphors and mixed constructions.
5	Aplia Homework – Chapter 23	Exercises on unity of ideas, time, nouns and pronouns.	Students apply the concepts of detail arrangement and unity.
5	<b>InSite Paper Assignment – Final Draft of International News Essay</b>	Students submit final draft of <b>International News Essay</b> to InSite. This project should be an informational essay, breaking down a complex issue to understandable essentials.	Students show their rhetorical knowledge and writing process in the development of the final draft of this essay.
5	Part 7: Reflecting on Research and Documentation	Students reflect on their research process.	Students consider how their international news essay joined a larger conversation about their chosen topic.

## Scientific History Essay (weeks 6-10)

Week	Activity	What it is	Why it matters
6	Part 2: Getting Started with Mechanics	Forum activity where students critique an advertisement for a charity drive.	Students consider the elements of effective document design.



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6	MindTap Reading – Chapters 8–9	Read Chapter 8: Document Design Read Chapter 9: Capitals	Focus now shifts to Mechanics, i.e., beyond grammar and onto the crucial stylistic rules of academic writing. (Focus on Chapter 9: Capitals.)
6	Aplia Homework – Chapters 8-9	Exercises on capitalization and designing documents.	Students apply lessons from Chapters 8-9 in these quick exercises on capitalization and document design.
6	Part 5: Getting Started with Effective Sentences	Forum activity where students choose the most effective version of a Facebook post.	Students consider the elements of effective sentence construction.
6	MindTap Reading – Chapter 24	Read Chapter 24: Subordination and Coordination	Students examine the concepts of subordination and coordination and how they must be applied to emphasize the most important ideas/topics in a piece of academic writing.
6	Aplia Homework – Chapter 24	Exercises on relative clauses and conjunctive adverbs.	Students apply the complex concepts of subordination and coordination in these exercises.
7	MindTap Reading – Chapter 10	Read Chapter 10: Italics	Students examine the use of italics both for emphasis and for particular style instances (book titles, words in foreign languages, etc.).
7	Aplia Homework – Chapter 10	Exercises on italics, underlining and quotation marks.	Students apply lessons from Chapter 10 in these quick exercises.
7	MindTap Reading – Chapter 25	Read Chapter 25: Misplaced Modifiers	Students examine how to place modifiers effectively, and how to revise dangling modifiers and strings of noun modifiers.
7	Aplia Homework – Chapter 25	Exercises on misplaced and dangling modifiers.	Students apply the complex concept of appropriate modifier usage by identifying incorrect sentences.



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7	ConnectYard – Discussion Forum	Students discuss their second major essay assignment, the <b>Scientific History Essay</b> , and brainstorm potential topics and thesis statements.	Students generate ideas about current or historical events in science that interest them; students begin the construction of their second major assignment.
8	MindTap Reading – Chapter 11	Read Chapter 11: Abbreviations, Acronyms, and Numbers	Students examine proper stylistic use of abbreviations, acronyms, and numbers in academic writing.
8	Aplia Homework – Chapter 11	Exercises on numbers.	Students apply lessons from Chapter 11 in this quick exercise.
8	MindTap Reading – Chapter 26	Read Chapter 26: Parallelism	Students examine the concept of parallelism in sentence/essay construction, i.e., how to create parallelism by repeating words and grammatical forms.
8	Aplia Homework – Chapter 26	Exercises on parallelism.	Students practice identifying and completing parallel structures.
8	InSite Paper Assignment – Thesis Submission (Scientific History Essay)	Add an InSite activity via the plus sign in MindTap. Students submit thesis statement for <b>Scientific History Essay</b> .	Students get feedback on their thesis before advancing in the writing process.
9	Part 3: Getting Started with Punctuation	Forum activity where students share their thoughts about incorrect punctuation on a safety-related sign.	Students consider the importance of correct punctuation in everyday life.
9	MindTap Reading – Chapter 12	Read Chapter 12: The Comma	Students examine the often difficult application of commas to academic writing, and tools for proper comma usage.
9	Aplia Homework – Chapter 12	Exercises on commas with introductory elements, commas after items in a series, commas to separate adjectives, commas for parenthetical expressions, and commas with dates and addresses.	Students apply lessons from Chapter 12 in these exercises on proper comma usage.
9	MindTap Reading – Chapter 27	Read Chapter 27: Consistency	Students engage with the concept of consistency in writing, in terms of verb tense, point of view, and tone.
9	Aplia Homework – Chapter 27	Exercises on avoiding shifts in tense, point of view, and tone.	Students apply lessons from Chapter 27 in these exercises.

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9	InSite PeerMark Assignment – Draft of <b>Scientific History Essay</b>	Add an Insite PeerMark paper and PeerMark assignment to learning path via the plus sign in MindTap. Create peer response questions so students can effectively analyze each other's drafts and research process.	Students step back and analyze their descriptive and analytical choices; students engage in the revision process as writers and thinkers; students engage with writing as a social activity.
10	MindTap Reading – Chapter 13	Read Chapter 13: Unnecessary or Misplaced Commas	Students continue their study of proper comma usage.
10	Aplia Homework – Chapter 13	Exercises on avoiding unnecessary or misplaced commas.	Students apply lessons from Chapter 13 in these exercises on proper comma usage.
10	MindTap Reading – Chapters 28–29	Read Chapter 28: Pronoun Reference Read Chapter 29: Emphasis	Students examine ways to eliminate unclear references from their sentences, as well as tools for focusing emphasis correctly in academic writing.
10	Aplia Homework – Chapters 28–29	Exercises on pronoun clarity and emphatic language.	Students identify vague and repetitive pronouns and learn more about emphatic language.
10	<b>InSite Paper Assignment – Final Draft of Scientific History Essay</b>	Students submit final draft of their <b>Scientific History Essay</b> to InSite. This project should be an informational essay, breaking down a complex issue to understandable essentials.	Students show their rhetorical knowledge and writing process in the development of the final draft of this essay.

## Personal Political Essay (weeks 11-16)

Week	Activity	What it is	Why it matters
11	MindTap Reading – Chapter 14	Read Chapter 14: The Semicolon	Students examine this often misused punctuation mark, and how to appropriately apply it to their writing.
11	Aplia Homework – Chapter 14	Exercises on the semicolon.	Students apply what they've learned in Chapter 14 to this exercise.
11	MindTap Reading – Chapter 30	Read Chapter 30: Variety	Students examine how to make their writing more lively and vivid by including a variety of sentence types and lengths.
11	Aplia Homework – Chapter 30	Exercises on sentence variety.	Students learn more about revising to vary sentence types, lengths, etc.

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12	MindTap Reading – Chapter 15	Read Chapter 15: The Apostrophe	Students read about the various uses and proper application of the apostrophe in writing.
12	Aplia Homework – Chapter 15	Exercises on the apostrophe.	Students apply lessons from Chapter 15 on proper use of the apostrophe, paying special attention to the difference between contractions and possessive usage.
12	Part 6: Getting Started with Writing	Forum activity where students post their suggestions on how to turn a hasty text message into an email to a professor.	Students consider the rhetorical situation in everyday correspondence.
12	MindTap Reading – Chapter 31	Read Chapter 31: Reading, Writing, and the Rhetorical Situation	In this important chapter, which will apply directly to their final paper, students focus on the basic elements of the “rhetorical situation” and how it applies to academic writing.
12	Aplia Homework – Chapter 31	Exercises on subject, audience, and purpose.	Students learn more about subject, audience, and purpose and identify examples of each.
12	ConnectYard – Discussion Forum	Students discuss their final major essay assignment, the <b>Personal Political Essay</b> , and brainstorm potential topics and thesis statements.	Students generate ideas about a current hot-button political issue that interests them; students begin the structural construction of their final major assignment.
13	MindTap Reading – Chapter 16	Read Chapter 16: Quotation Marks	Students examine the proper use of quotation marks in academic writing (direction quotation, titles of published works, etc.).
13	Aplia Homework – Chapter 16	Exercises on quotation marks.	Students apply the lessons from Chapter 16 with this quick exercise.
13	MindTap Reading – Chapter 32	Read Chapter 32: Planning and Drafting Essays	Students will review what they’ve been doing—this chapter will give students a structured approach to planning and drafting essays.
13	Aplia Homework – Chapter 32	Exercises on selecting a subject, creating outlines, writing a good thesis statement and developing effective paragraphs.	Students apply the lessons from Chapter 32 with these exercises.



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13	InSite Paper Assignment – Thesis Submission (Personal Political Essay)	Add an InSite activity via the plus sign in MindTap. Students submit thesis statement for <b>Personal Political Essay</b> .	Students get feedback on their thesis before advancing in the writing process.
14	MindTap Reading – Chapter 17	Read Chapter 17: The Period and Other Punctuation Marks	This chapter examines the proper usage of punctuation marks, and how they can be best applied to the academic writing process.
14	Aplia Homework – Chapter 17	Exercises on the period, question mark, exclamation point, colon, parentheses, dash, bracket, and ellipsis.	Students apply lessons from Chapter 17 in these exercises.
14	MindTap Reading – Chapter 33	Read Chapter 33: Revising and Editing Essays	As students move forward on writing and revising their final essay, this chapter provides strategies for approaching the process.
14	Aplia Homework – Chapter 33	Exercises on revising and editing.	Students apply the lessons from Chapter 33 to these exercises.
14	InSite PeerMark Assignment – Draft of <b>Personal Political Essay</b> first half	Add an Insite PeerMark paper and PeerMark assignment to learning path via the plus sign in MindTap. Create peer response questions so students can effectively analyze each other's drafts and research process.	Students step back and analyze their descriptive and analytical choices; students engage in the revision process as writers and thinkers; students engage with writing as a social activity.
15	MindTap Reading – Chapter 18	Read Chapter 18: Spelling	Students review the proper application of spelling/spellchecker technology to their own writing.
15	Aplia Homework – Chapter 18	Exercises on spelling rules, it's vs. its, you're vs. your, their/there/they're, accept vs. except, and the hyphen.	Students develop a critical eye for word-by-word writing with these quick spelling/hyphenation exercises.
15	MindTap Reading – Chapter 34	Read Chapter 34: Writing Arguments	As students near the completion of their final essay project, this chapter will give them structural tools for how to put forward arguments in academic writing.
15	Aplia Homework – Chapter 34	Exercise on argument and persuasion.	Students apply lessons from Chapter 34 to this exercise.

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15	InSite PeerMark Assignment – Draft of <b>Personal Political Essay</b> (second half)	Add an Insite PeerMark paper and PeerMark assignment to learning path via the plus sign in MindTap. Create peer response questions so students can effectively analyze each other's drafts and research process.	Students continue the writing/revision of their final essay, stepping back and analyzing their descriptive and analytical choices; students engage in the revision process as writers and thinkers; students engage with writing as a social activity.
16	MindTap Reading – Chapter 35	Read Chapter 35: Online Writing	As students work toward completing their final essay project, they examine in this chapter the world of online writing, and the specific demands it places on the writer.
16	<b>InSite Paper Assignment – Final Draft of Personal Political Essay</b>	Students submit final draft of <b>Personal Political Essay</b> to InSite. This project should be an informational essay, breaking down a complex issue to understandable essentials.	Students show their rhetorical knowledge and writing process in the development of the final draft of this essay.
16	Part 6: Reflecting on Writing	Students reflect on their writing process.	Students discuss how they approached their subject, audience and purpose in their personal political essay.